

LETTER TO SUPERVISOR

Dear **[Supervisor]**,

I would like to attend LINGOs' Global Learning Forum, taking place from September 28-30, 2016 in Seattle, WA, USA.

Our organization faces the same challenge as other development and aid organizations around the world: How do we drive learning throughout the organization and make change with limited resources? This is the focus of the 2016 Global Learning Forum.

Hosted by PATH, the Forum will gather development professionals from across the sector and from around the world for three days of expert keynotes and interactive sessions about learning technologies, skill-building innovations, and resource management in a context specifically tailored for nonprofits. By attending, I'll gain valuable insights and connections that I can leverage at **[Our organization]** upon my return.

Session leaders are experts in the fields of international development, humanitarian relief, conservation, the learning industry, and capacity-building. Keynote speakers like Kimo Kippen, CLO of Hilton Worldwide; Lutz Ziob, dean of Microsoft's 4Afrika Academy; and Julian Stodd, founder of Sea Salt Learning will share innovations from the front lines of L&D.

In short, attending the LINGOs Global Learning Forum will not only give me the opportunity to network with and learn from sector leaders, but also the tools I need to effectively drive innovations in learning and capacity building at **[Our Organization]**. I'm excited about the opportunity to attend the 2016 Global Learning Forum, and hope you agree with me about its value. Please let me know if you have any questions.

Thanks,

[Name]